



HUMAN RESOURCES NOTICE

U.S. Embassy, Buenos Aires

Vacancy Announcement No. 28/05

November 15, 2005

OPEN TO: All Interested Candidates

POSITION: Facilities Expediter, FSN-6/FP- 8

OPENING DATE: November 15, 2005

CLOSING DATE: November 29, 2005.

WORK HOURS: 40 hours per week

SALARY: Ordinarily resident: FSN-6 on the local compensation scale,
Not-ordinarily resident: FP-8

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Buenos Aires is seeking a Facilities Expediter to work in the Embassy Facility Maintenance Section.

BASIC FUNCTION OF THE POSITION

The incumbent is responsible for expediting all procurement requests for Facilities Maintenance crews. Incumbent is responsible for all market research and contacts with vendors for petty cash purchases on behalf of the Facilities Maintenance Crew. Incumbent will maintain a list of vendors and continuously look for new and better vendors for materials. Incumbent is responsible for the purchase and delivery of materials for Facilities Maintenance crews in order to complete their work assignments.



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QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

- Education level: Completion of Secondary School is required.
- Job Knowledge: Good knowledge of all building trades and of tools and equipments is required (electrical, plumbing, welding, mechanical, and carpentry). Good working knowledge of the local market, city streets and local sources for supplies is required.
- Prior Work Experience: A minimum of five years of experience in construction or a related field is required.
- Language Proficiency: Level III English (good working knowledge required). Level IV Spanish (fluency required).
- Skills and Abilities: Must have a valid driver's license. Must have excellent organizational skills and basic computer skills.

SELECTION CRITERIA

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.



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TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171, or OF-612); **or**
2. A current resume or curriculum vitae indicating education, experience, language level and knowledge according to requirements.
3. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position listed above.

SUBMIT APPLICATION TO

Human Resources Office
Av. Colombia 4300; or
fax to 5777-4201; or email
buenosaires-rrhh@state.gov

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - a. U.S. citizen;
 - b. Spouse or dependent who is at least age 18;
 - c. Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - d. Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who 1) has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member



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- permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad;
- 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily-Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: 11/25/05

The US Mission in Buenos Aires is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.
